

Regional Institute of Education, Ajmer

Dated: 11.05.2017

Minutes of the meeting of held on 11.5.2017

A meeting of following staff members was held on 11.5.2017 at 11.00 AM in room No. 4 under the chairperson of the Principal The following members were present:

1. Prof. B.Barthakur, Coordinator IQAC
2. Shri Ashish Jain, Administrative Officer
3. Shri Shyam Lal Meena, Accounts Officer
4. Shri Phool Chand Meena, S.O (Estt.)
5. Shri Prem Chand Gahlot, I/C S.O (C&W)
6. Shri Hareesh Bulchandani, I/C APC (D)

At the outset of the meeting Prof. B.Barthakur , Coordinator IQAC suggested that the following work may be done before the NAAC Team Visit:

1. Signages regarding Vision/Mission & objectives of the institute (Action taken by Dean office)
2. Towal/fencing from the entrance, i.e. Vaishali Nagar gate to new guest house; fencing in Gol Garden, Porch, sign board inside College and Campus, Map of Northern region, water line in College & Campus, Yoga mate & Yoga room, Sports room may be identify (action by C& W Section).
3. Service Book/requirement file must be ready (Action by S.O Estt.)
4. Audited record, Cash Book and other record must ready for presentation (Action by Accounts Officer).
5. Placement Cell file, Scholarship file, Proctoral Board file and other record regarding students must be ready for presentation (Action of APC D).

B.Barthakur

(Prof. B.Barthakur)

Ashish Jain

(Ashish Jain)

Shyam Lal Meena 11.5/17

(Shyam Lal Meena)

Phool Chand Meena

(Phool Chand Meena)

Prem Chand Gahlot

(Prem Chand Gahlot)

Hareesh Bulchandani

(Hareesh Bulchandani)

Submitted for approval please

REGIONAL INSTITUTE OF EDUCATION, AJMER

Minutes of the IQAC meeting held on 3.7.2017

As desired by the Chairperson, IQAC a meeting was organized today in room no. 102 of the Institute at 2:30 p.m.. Prof. S.V. Sharma, Coordinator, IQAC welcomed Prof. G. Vishwanathappa, Principal, RIE Ajmer and informed the house that a letter from NAAC has come and following relevant documents were required by NAAC

1. Soft Copy of SSR
2. Latest XII Plan development Grants release letter of UGC for availing the benefits under assistance for assessment and accreditation of Higher Education Institution. In absence of the XII plan sanction letter from UGC we have to remit the applicable processing fee for A&A and commit to the expenditure towards the peer team visit to the Institute.
3. Compliance Certificate

An open discussion on the minutes of the meeting held on 11.5.2017 and action taken on the office order No. F. NAAC/Affiliation/2014 dated 12.5.2017 was held. Concerned officer/s who have assigned the tasks in this officer order informed all about present position of the responsibilities given to them. During discussion following suggestions came and approved with common consent:

1. Corrections/changes including the updating of information/data at relevant places in SSR of the Institute.
2. Chairperson asked the I/c Website to remove all contents of old website and only home page with a link showing the URL of new website.
3. Chairperson also asked I/c website to invite latest faculty profiles to be uploaded on Institute Website.
4. An orientation programme for all the faculty members should be organized by I/c ICT to enable them to use smart classrooms effectively.

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5. Honour Board showing Meritorious students year wise from different courses should be installed at suitable place around Reception Area of the Institute.
6. It was suggested to make compost out of biodegradable waste and burning of non-biodegradable waste should strictly be banned at various places of the Institute. This must be ensured by Caretaker.
7. Chairperson insisted that action of Activities/responsibilities assigned vide order No. F. NAAC/Affiliation/2014 dated 12.5.2017 must be ensured speedily by concerned officers so that these things can be kept ready well before visit of NAAC team.
8. Following additions were also suggested in Office order No. F. NAAC/Affiliation/2014 dated 12.5.2017 (copy enclosed) rest will remain same:

Task under point no. 2 will be under supervision of Prof. V.P. Singh, Dr. Ayushman Goswami, Dr. Ram Babu Pareek

Tasks under Point no. 3 & 4 will be under supervision of Prof. V.P. Singh, Chief Warden with assistance of academic section.

Task under Point No. 5 – Process of formation of Alumni Association will be started under supervision of Prof. Nagendra Singh and Dr. A.K. Arya will assist and Academic Section will provide necessary support in whole process.

Point No. 6 & 7 – Names of Dr. R.B. Pareek, Dr. R.K. Sharma & Dr. Albert Horo are added to timely complete all tasks. All the tasks mentioned in point no. 6 & 7 will be under overall supervision of Prof. J.P. Bagchi.


Point No. 14- Necessary action should be initiated by Sh. K.C. Meena at the earliest.

9. Internal Quality Assurance Cell may be re-constituted.


Coordinator IQAC
5/7/2017

Submitted for approval.

Principal

Approved

5/7/17

AO Azain
5/7/17

Coordinator IQAC